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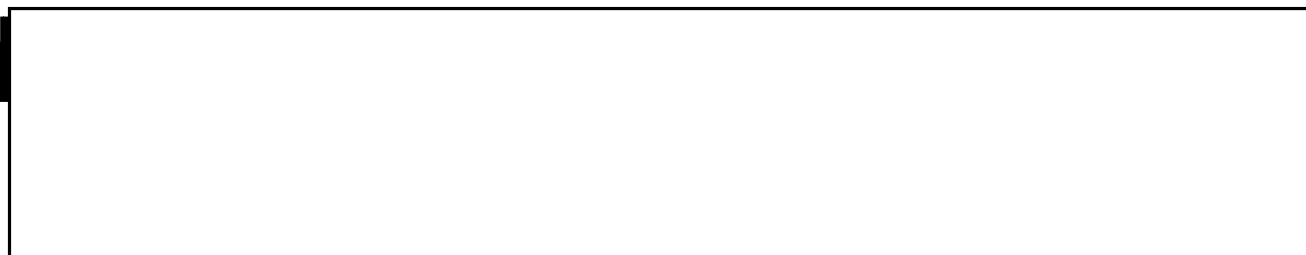
# **NPIC PUBLICATIONS GUIDE**

**For**  
**Producers of Third-Phase Exploitation Reports**  
**Under**  
**THE NATIONAL TASKING PLAN**

Declass Review by NIMA / DoD

**MARCH 1969**

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**COPY 116**  
**64 PAGES**

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## INTRODUCTION

The NPIC Publications Guide for Producers of Third-Phase Exploitation Reports under the National Tasking Plan is published by the Reprographics Division, Production Services Group, National Photographic Interpretation Center, to aid organizations performing basic support exploitation under the National Tasking Plan. It outlines the preparation of intelligence material for Basic Imagery Interpretation Briefs and Reports in four parts:

- I. Publication Aids--items supplied by the contributor to facilitate production but not included in the finished publication.
- II. Report Data--guidelines for preparing textual portions of the publication.
- III. Graphics--samples of and preparation instructions for various graphics.
- IV. Sample Reports--samples of a completed Basic Imagery Interpretation Brief (BIIB) and a Basic Imagery Interpretation Report (BIIR).

The instructions given in this manual are compatible with specifications established by the COMIREX in the National Standard Formats for Basic Imagery Interpretation Reports and Briefs. These documents are referred to as the NSF in the Publications Guide. The NSF and the Glossary of NPIC Terminology, NPIC/R-126/67 (CONFIDENTIAL), will be necessary references for each contributor.

Material to be prepared for publication by NPIC should be arranged in the order presented in this manual and sent to NPIC/PSG/RD, Graphics Branch, 4N416, Building . The entire publication package (text and graphics roughs and camera copy) will be returned to the contributor after the report is disseminated.

In addition to the information supplied in this manual, the Graphics Branch will provide further assistance at the request of contributors. This will include answering inquiries on techniques or procedures as well as preparing selected graphics items which the contributor is unable to produce.

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# **SECTION I.**

# **PUBLICATION AIDS**

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## SECTION I. PUBLICATION AIDS

### Request for NPIC Publications Support

Form 525 (Figure 1) was designed to help predict the NTP production workload and facilitate scheduling. One copy should be sent to NPIC/PPBS/Chief, Requirements and Analysis Division 30 days before NPIC receives the actual report. A second copy should be included within the report package.

The completed form should contain the following information as explained in the NSF.

1. Title
2. Country
3. Classification. The classification given here will appear on the finished publication. Ensure its accuracy and include dissemination control information.
4. Report Number (assigned by NTP contributor)
5. Control Number (assigned by NTP contributor)
6. Format
7. Size. Select the page size for each report according to the following specifications.

#### Letter size (Figure 2)

- a. Overall page: 8" horizontal x 10 1/2" vertical.
- b. Working area: 6 1/4" horizontal x 7 7/8" vertical.
- c. Vertically oriented graphic: 6 1/4" horizontal x 7 11/16" vertical, plus 3/16" caption space.
- d. Turn-page graphic: 7 7/8" horizontal x 6 1/16" vertical, plus 3/16" caption space.

#### Legal size (Figure 3)

- a. Overall page: 8 1/2" horizontal x 14" vertical.
- b. Working area: 6 3/4" horizontal x 11 3/4" vertical.
- c. Vertically oriented graphic: 6 3/4" horizontal x 11 1/2" vertical, plus 1/4" caption space.
- d. Turn-page graphic: 11 3/4" horizontal x 6 1/2" vertical, plus 1/4" caption space.
8. Estimated Date of Submission to NPIC
9. Contents. Indicate the number of items in each of the categories.

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10. Remarks. Note any requirements for editing, layout or graphic production.
11. NTP Contributor
12. Person to be contacted
13. Phone

### **Caption List**

Prepare a caption list which includes a figure number and caption for every graphic item in the report. Figures are usually numbered in the order of their textual reference, and any necessary variation in this order should be explained in item 10 above.

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## REQUEST FOR NPIC PUBLICATION SUPPORT

Date Received In NPIC (PSG) \_\_\_\_\_

NPIC Project No. \_\_\_\_\_

To Be Filled In By NTP Contributor

Title Mayang-do Submarine Base		Country North Korea	
Classification TOP SECRET		Report No. RDA-06/0003/69	Control No.
Format <input type="checkbox"/> Brief <input checked="" type="checkbox"/> Report	Size <input checked="" type="checkbox"/> Letter (8 x 10½) <input type="checkbox"/> Legal (8½ x 14)	Estimated Submission Date To NPIC 16 August 1968	
Contents  No. of Photos      1 No. of Line Drawings      1 No. of Maps      1  No. of Manuscript Pages      4 No. of Tabular Pages      2 Other			
Remarks/Special Instructions			
NTP Contributor DIAAP-9	Person To Be Contacted		Phone

IP FM 525 (7/68)

Figure 1. Request for NPIC Publication Support

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II

## **SECTION II.**

# **REPORT DATA**

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## SECTION II. REPORT DATA

This section covers the preparation of report material other than graphics. Reports must be in accord with COMIREX specifications as prescribed in the NSF.

### Cover

The following information is required on every cover.

1. Security classification and dissemination control
2. Installation, BE number, functional category name, and geographic or political entity
3. Document security control number (if applicable)
4. Report identification number
5. Special handling instructions
6. Classification downgrading instructions
7. Publication date
8. Identification of producing agency and office

The NTP Report Cover Information Form is shown in Figure 4, page 11. Copies of this form are available from NPIC/PPBS/Chief, Requirements and Analysis Division.

### Data Control Block

The data control block is a preprinted form which appears on the first page of BIIR and BIIB report text. It must be completed according to COMIREX specifications. A sample is shown in Figure 5, page 12. Quantities of this form may be obtained from NPIC/PPBS/Chief, Requirements and Analysis Division.

### Abstract

The abstract should be prepared in accordance with COMIREX requirements.

### Text

#### 1. BIIB

The final copy of BIIB text may be prepared by the contributor; however, NPIC will accept a draft which meets the manuscript requirements listed below and prepare the

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finished copy. Paper with control block and margin outlines may be obtained from the Graphics Branch, extension  Final copy should be single-spaced, beginning two lines under the preprinted data control block. An electric typewriter equipped with a plastic or paper ribbon gives maximum image density and sharpness. If an inset map is to be used, the space outlined in blue should be left blank. The report identification number and control number should be typed in the upper righthand corner. A sample is shown on page 12.

## 2. BIIR

BIIR text manuscript (see Figure 6, page 13) must meet the following requirements.

- a. Copy must be typed, double-spaced with one-inch margins, on one side of 8" by 10½" paper.
- b. Each page must bear a page number, the report number, and the proper classification.
- c. Handwritten corrections to the typed copy should be printed and in agreement with the proofreader's marks shown in Figure 7, page 14.
- d. Abbreviations of terms must initially appear as follows: motor torpedo boat (MTB).
- e. Indentions, footnotes, capital letters, signs, symbols, etc., must be clearly indicated.
- f. The appropriate heading degrees (1 through 4 only) must be indicated.

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NTP REPORT COVER INFORMATION			
INFORMATION MUST BE ENTERED ON THIS FORM EXACTLY AS IT IS TO APPEAR ON THE FINISHED PUBLICATION			
Report No. RDA-06/0003/69	Control No. (if Applicable) [REDACTED]	<input type="checkbox"/> BIIB <input checked="" type="checkbox"/> BIIR	<input checked="" type="checkbox"/> LETTER <input type="checkbox"/> LEGAL
Title Mayang-do Submarine Base			BE No. [REDACTED]
Functional Category Naval Base Facilities			Country North Korea
Classification/Control TOP SECRET [REDACTED]			
Special Handling Instructions [REDACTED]		Producing Agency DIAAP-9	

IP FM 528 (8-68)

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Figure 4. NTP Report Cover Information

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INSTALLATION OR ACTIVITY NAME				COUNTRY	
Odessa DM Launch Complex A25-5				UR	
UTM COORDINATES	GEOGRAPHIC COORDINATES	CATEGORY	BE NUMBER	COMIREX NO.	NIETB NO.
36TUS105434	46-24-40N 030-32-20E				
MAP REFERENCE					

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25X1D ACIC. USATC 200, Sheet M0250-8HL, 4th ed, Oct 65, Scale 1:200,000 (SECRET)

LATEST IMAGERY USED	NEGATION DATE (If required)

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### INTRODUCTION

Odessa DM Launch Complex A25-5 is newly identified in an early stage of construction approximately 7 nautical miles (nm) southwest of Odessa. The complex is oriented in a southeasterly direction and is at a ground elevation of approximately 100 feet. An air warning radar facility is situated approximately 6.8 nm north-northeast of the complex. This facility predates construction of the complex, and their association cannot be confirmed.

### BASIC DESCRIPTION

At present the site consists of one launch site (designated Site A), a site access road, a cleared area for the site control center, a portion of the launch area main road, and a perimeter fenceline. The configuration of the fenceline suggests that the complex will contain three launch sites. Several excavations are identified adjacent to the launch area main road, in the intended support area.

### REFERENCE DATA

#### IMAGERY

Project/Mission	Date	Pass	Camera	Frame	Classification/Control

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#### MAP

ACIC. USATC 200, Sheet M0250-8HL, 4th ed, Oct 65, Scale 1:200,000 (SECRET)

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2nd  
Related Installations

Mayangdo-ri Naval Repair Yard [ ] is just over the hill, approximately 800 yards west of the installation. Other significant military activities <sup>within the vicinity</sup> are Sinpo Sam Site A09-2 [ ] Sinpo Naval Facility [ ], Soho-ri Army Barracks [ ] [ ], and Chahonodongjagu Port Facilities [ ]

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1st  
BASIC DESCRIPTION

2nd  
Physical Features

The lack of security fences precludes establishment of exact limits for the base. It appears, however, to be irregular-shaped and to occupy <sup>x e</sup> approximately 50 acres on the west shore of a bay. The majority of buildings/structures that comprise this activity have been constructed in four small valleys.

The principal facilities at the base can <sup>e</sup> be separated into four well-defined functional areas as follows:

A. Logistical support area, located at the north end of the base. It consists of one pier, six buried POL tanks, two possible [ ] [ ] two support sheds, two workshops, one probable POL pumphouse, and one probable security shed. The pier is probably concrete; the pier approach is masonry and concrete.

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B. Headquarters area, just south of the logistical support area. It contains one probable headquarters, one quarters, one probable utility building, and a probably concrete marginal wharf.

C. Training area, just south of the headquarters sector. It consists

Figure 6. BIIR Manuscript Copy

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## PROOFREADER'S MARKS \*

⊙	Insert period	<i>Caps.</i>	Caps—used in margin
↙	Insert comma	≡	Caps—used in text
:	Insert colon	<i>C+SC</i>	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	<i>l.c.</i>	Lower case—used in margin
!	Insert exclamation mark	/	Lower case—used in text
=/	Insert hyphen	<i>w.f.</i>	Wrong font
∨	Insert apostrophe	⊂	Close up
∨∨	Insert quotation marks	⊄	Delete
✱	Insert 1-en dash	⊕	Close up and delete
✱	Insert 1-em dash	⊙	Correct the position
#	Insert space	⌋	Move right
<i>ld</i>	Insert lead	⌈	Move left
<i>shill</i>	Insert virgule	⌈	Move up
✓	Superior	⌋	Move down
^	Inferior		Aline vertically
(/)	Parentheses	=	Aline horizontally
[/]	Brackets	⌋⌈	Center horizontally
□	Indent 1 em	⌈⌋	Center vertically
□□	Indent 2 ems	⌋	Push down space
¶	Paragraph	⌋	Use ligature
<i>no ¶</i>	No paragraph	<i>eq. #</i>	Equalize space—used in margin
<i>tv</i>	Transpose—used in margin	✓✓✓	Equalize space—used in text
~	Transpose—used in text	✓	Decrease space
<i>sp</i>	Spell out	<i>stet.</i>	Let it stand—used in margin
<i>ital</i>	Italic—used in margin	.....	Let it stand—used in text
—	Italic—used in text	⊗	Dirty or broken letter
<i>b.f.</i>	Boldface—used in margin	<i>run over</i>	Carry over to next line
<i>run</i>	Boldface—used in text	<i>run back</i>	Carry back to preceding line
<i>s.c.</i>	Small caps—used in margin	<i>Copy out</i>	Something omitted—see copy
≡	Small caps—used in text	<i>Qu?</i> (?)	Question to author
<i>rom.</i>	Roman type	^	Caret—General indicator used to mark exact position of error in text.

\* GPO STYLE MANUAL

Figure 7. Proofreader's Marks

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### Tables

Each table should be typed on a separate page. If the table is to appear within the report body, its suggested position should be noted on form 525.

A sample table draft is shown in Figure 8, page 16. It meets the following requirements for submitting text tables.

- A. Copy is typewritten.
- B. Headings are enclosed by ruled horizontal and vertical lines.
- C. Alignment of columns, indentions, centering, etc. are indicated.
- D. Copy is written exactly as it is to appear in the finished publication.
- E. Abbreviations are those appearing in the Glossary of NPIC Terminology.

### References

All references should be listed on the last manuscript page. Appendix 3 of the NSF outlines the style and order in which references should be prepared.

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The following functional analysis is keyed to Figure 3:

Item	Function	Remarks
LOGISTICAL SUPPORT AREA		
1	Prob security shed	----
2,3	Poss cave entrance	----
4	Buried POL tanks	6 tanks
5	Prob POL pumphouse	----
6	Pier	w/ 2 poss security sheds
7	Spt shed	----
8	Spt shed	----
9	Workshop	Drive-in bldg w/gable roof
10	Workshop	w/gable roof
HEADQUARTERS AREA		
11	Quarters	----
12	Prob hq	----
	sec a	----
	sec b	----
	sec c	----
	sec d	----
13	Prob utility bldg	w/stack adj to bldg; small monitor on roof
14	Marginal wharf	----

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# **SECTION III.**

# **GRAPHICS**

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## INTRODUCTION

This section contains guidelines for the preparation of BIIR and BIIB graphics in rough and finished stages of production.

### Required Graphics Information

Graphics submitted for production under the NTP must have the following information accurately and legibly shown on each item.

Classification - at top and bottom of each item.

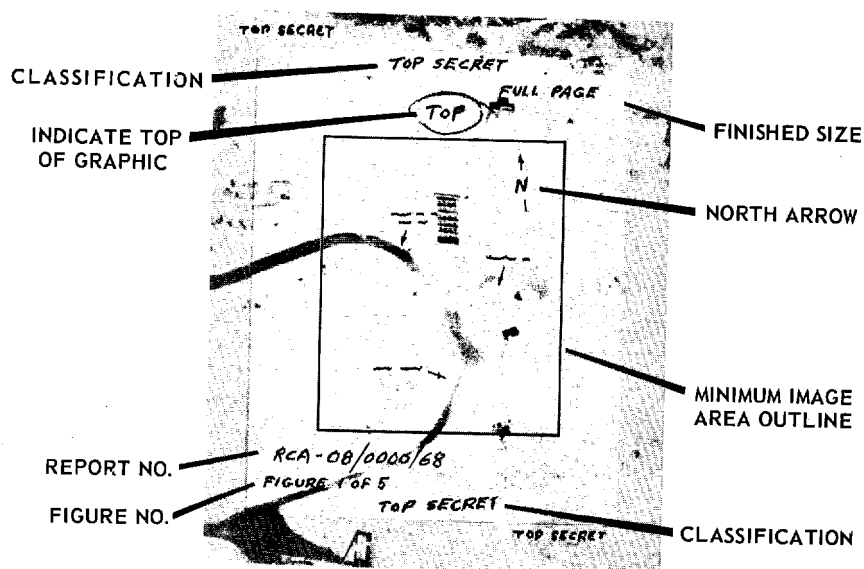
Report identification number.

Figure number - in order of appearance.

Finished size - size the graphic will be in its final form.

North arrow - graphic oriented with north arrow pointing up unless obliquity or sizing of graphic will not permit.

Minimum image area outline - leave a one-inch margin outside the outline for sizing, masking, or cutting.



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## Legends

Legends will be presented in the following order when printed:

Railroads -- double track, single track, narrow gauge, electric

Roads -- primary, secondary, track, trail

Linear symbols -- powerlines, pipelines, fences, etc.

Special symbols -- buildings, revetments, equipment, etc.

Scales may be shown in feet, meters, and statute or nautical miles. They are best presented in numbers divisible by five.

## Symbols

In addition to the standard international cartographic symbols, other symbols developed in response to widely divergent requirements will be used. These have been published in the Glossary of NPIC Terminology.

## Color

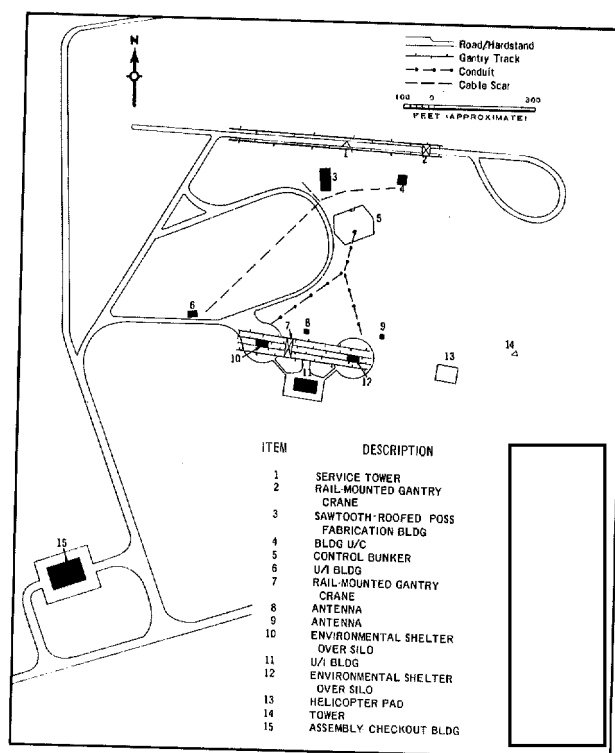
Color, when used with discretion, clarifies and supplements the information presented on a graphic. Black is a base color and customarily shows earliest known target coverage. Items of special interest and most recent target coverage can be highlighted by using red.

Color must be used economically, however, and each additional color increases production costs. Patterns of black and white or tone variations can be as effective as a variety of colors, and they are easier to produce.

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### Numbering

Items on a line drawing should be clearly numbered and indicated. Leaders should obviously point to one item only. Numbering usually starts from the upper left hand corner and continues from left to right on down the page.

Refer to the preceding page for the presentation of scales, legends, etc.

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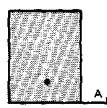
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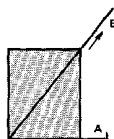
### Sizing

Graphic roughs submitted for production should be the same size as their final printed form whenever possible. This will eliminate preliminary reduction or enlargement and speed production. It is often necessary, however, to change the original size to conform to page specifications. If it is inconvenient to draw an illustration to the scale at which it will be reproduced, the area or size designated can be enlarged or reduced proportionately.

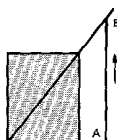
Estimating the final size in the planning stages assures that the correct proportion can be easily produced. This procedure is outlined below.



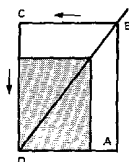
1. Assuming that the gray area represents a graphic to be enlarged, extend the base line to the desired width, point A.



2. Draw a diagonal line across the graphic, extending it beyond the new width.



3. Using the T-square and triangle, draw a vertical line to intersect the diagonal at point B.



4. Complete the enlarged figure by drawing a horizontal line from intersection B to point C; then connect points C and D.

This procedure can be reversed when a scaled reduction is desired.

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## PHOTOGRAPHY

The following guidelines will facilitate the production of photography for the BIIR and BIIB.

- Check photo quality. Print must be clear and sharp with good tonal contrast.
- Do not submit photographs which must be reduced or enlarged more than 60 percent.
- Supply semigloss photos on single-weight paper.



- Submit two prints. Attach a frosted acetate or tracing paper overlay to one print to record all of the desired intelligence information. The other print will be used for final production. Include all required graphics information (see page 17).
- Register overlay with photography by outlining a prominent road or building (as shown in the figure above).
- Indicate minimum area limits. Leave at least one inch on all sides for adjustments.

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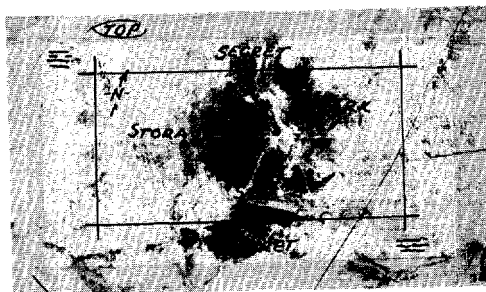
### Photo Mosaics

Photo mosaics are best made from photographs of matching tonal quality (Sample A). When tones do not match, a sharp line is evident along the area of mosaic overlap (Sample B).

SAMPLE A



SAMPLE B



### Annotations

To avoid cluttering photos, only items of pertinent intelligence value should be noted. Delete all distracting annotations. Position leaders (arrows) carefully to point only to the item desired and to avoid covering other items of interest.

All annotations must be correctly spelled or abbreviated.

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### Sample Rough

The above figure is a sample rough. Note the margin of photography (at least one inch on all sides) for cutting and masking. The requested format size and size of finished graphic are indicated; annotations are correct and legible; registration marks position the overlay; the area outline is clearly defined; and all required information is indicated.

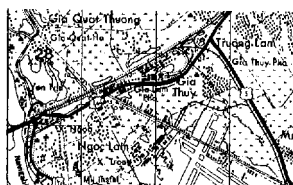
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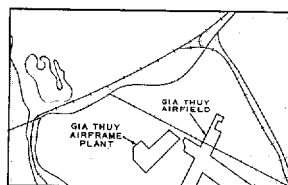
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MONOTONE



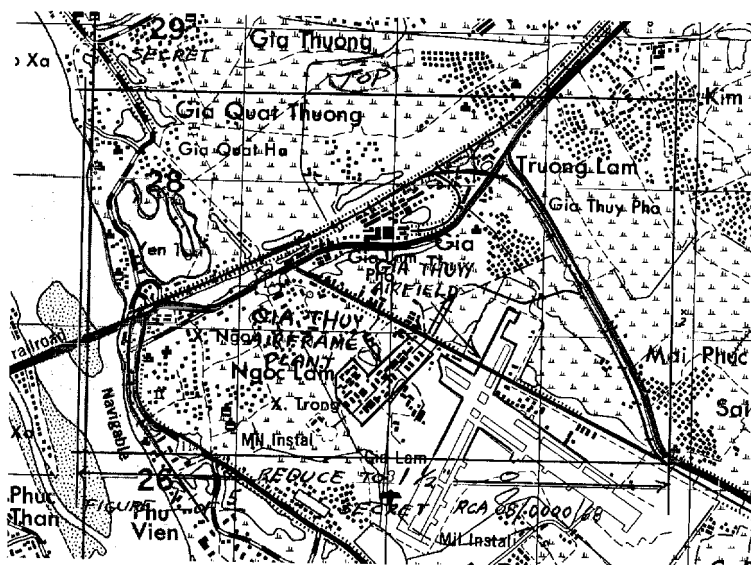
LINE DRAWING

### MAPS

The location map should be selected according to the size and importance of the target and the density of targets in the surrounding area.

Two types of location maps can be used in reports: 1) a monotone photographic reproduction of a standard map and 2) a line drawing which shows only the important features of the standard map, thus highlighting the target area.

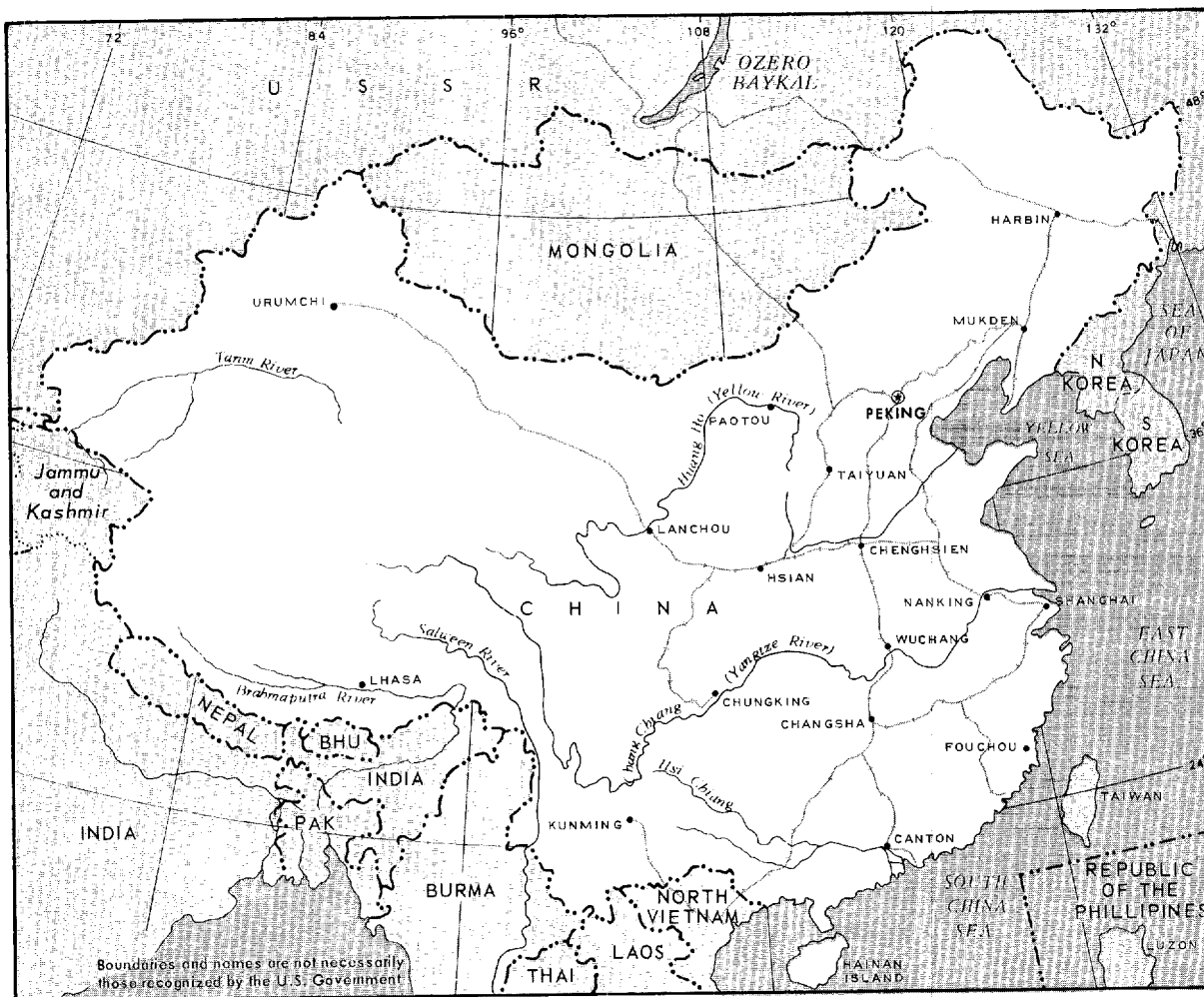
All pertinent information and the suggested image area outlines should be recorded on tracing paper attached to the map. Items to be labeled should be very clearly marked and pinpointed with an arrow.



SAMPLE ROUGH FOR LINE DRAWING MAP

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NPIC has developed approximately 70 preprinted and ready-to-use base maps, similar to the one shown above. Maps with either conventional or native spellings have been prepared to meet the requirements of the different contributors. Whenever possible, information will be transferred to one of these maps to expedite production and reduce costs.

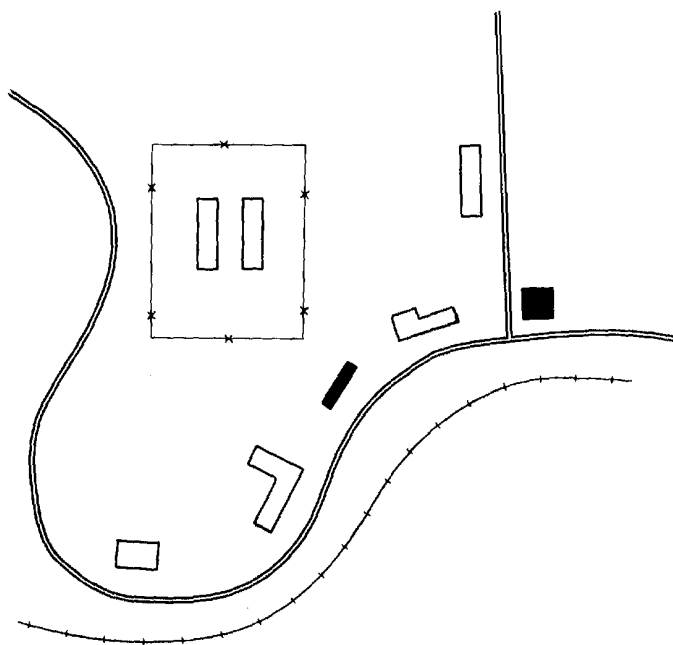
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## LINE DRAWINGS

It is important that line drawings be submitted at their final size. Because NPIC uses a negative scribing technique, reduction and enlargement require costly manhours and should be avoided. Occasionally an oversize line drawing cannot be reduced because of extensive detail. In this case a foldout page is recommended, but the page should fold out in only one direction.

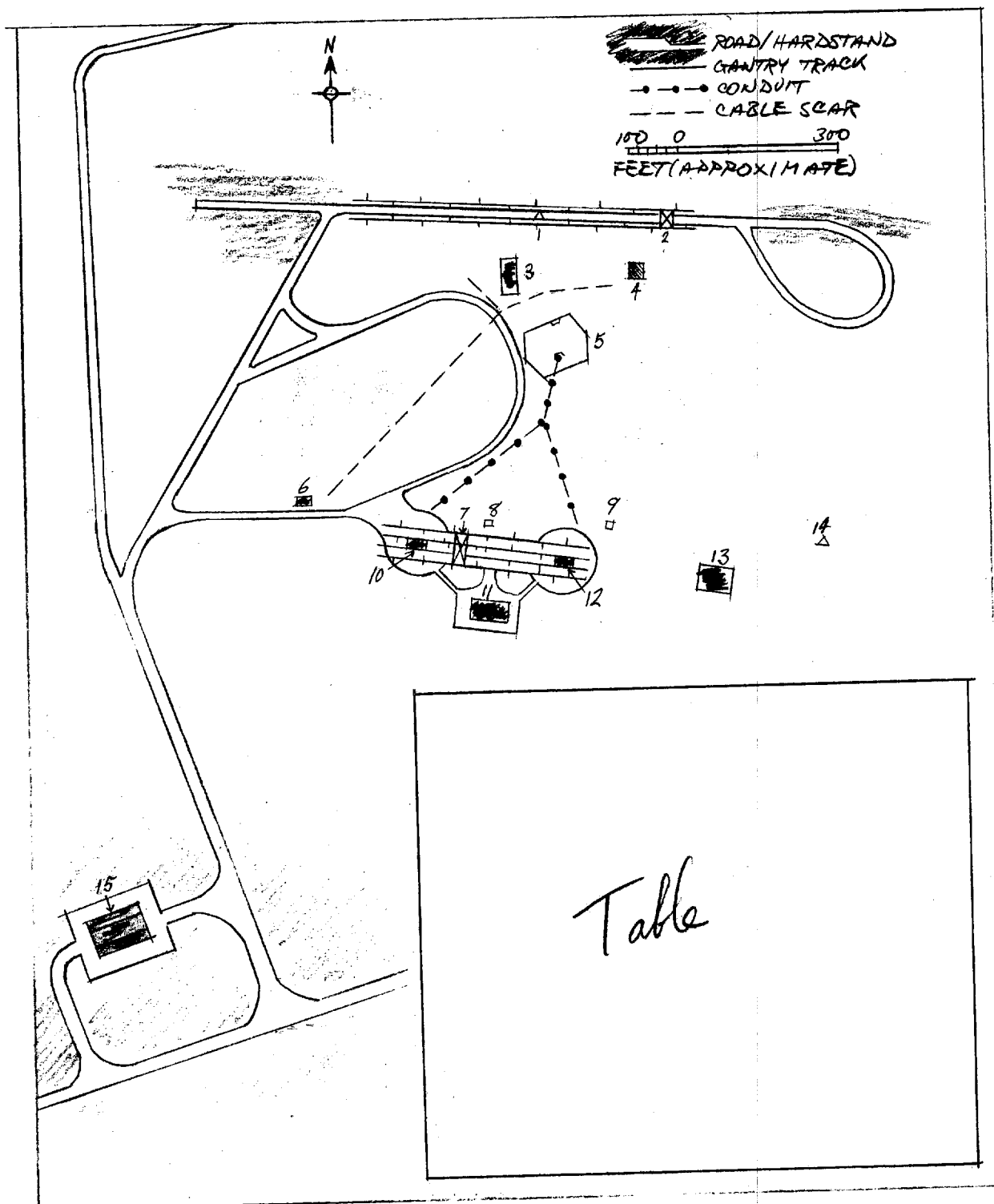
Line drawings must meet the graphics requirements on page 17. A sample rough is shown on page 28.



## Materials

Line drawings should be prepared on translucent material to allow image transfer for scribing. Frosted acetate or dura-trace is recommended; lightweight materials such as tracing paper are unsatisfactory. If the line drawing is on opaque material, a film positive should be submitted along with the original.

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SAME SIZE (FULL PAGE)

6 1/4 x 7 1/16

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### **With Photography**

A line drawing is sometimes used in conjunction with a photograph. Usually this is necessary only when the photo quality is poor and a sharper image outline is needed. For easy comparison the drawing and photo then appear on the same page or facing pages. They should be sized and oriented identically if possible.

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# **PERSPECTIVES**

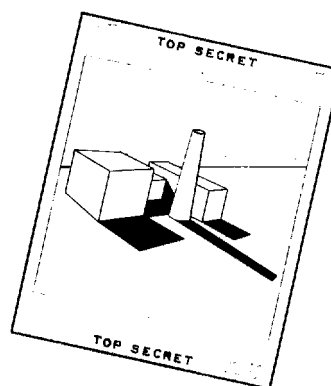
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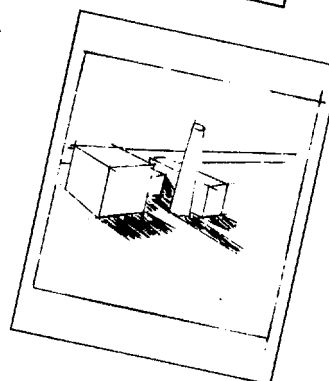
## PERSPECTIVES

When there is no photography of quality suitable for reproduction, perspectives or artist's concepts are often the best means of conveying information. These drawings can be submitted in three different stages of production: finished perspectives, rough sketches, and plan and elevation views. The latter two should be accompanied by any available photography (preferably stereo pairs) and mensural data.

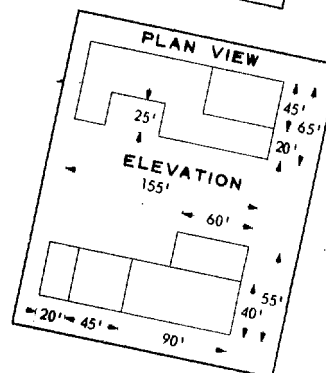
1. Finished perspective--any completed drawing done by a professional artist in a medium suitable for offset reproduction.



2. Rough sketch--a drawing showing the angle, height, and configuration of the subject.



3. Plan and elevation views--outlines of the subject plus height, width, and length dimensions.

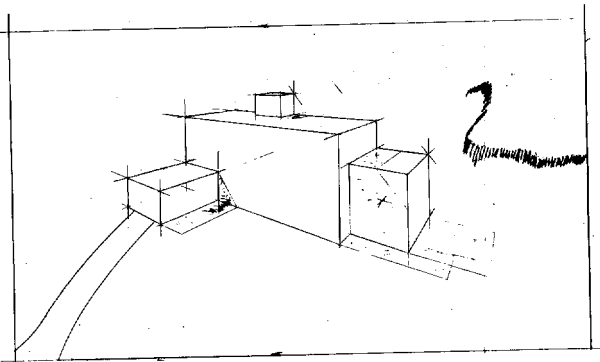
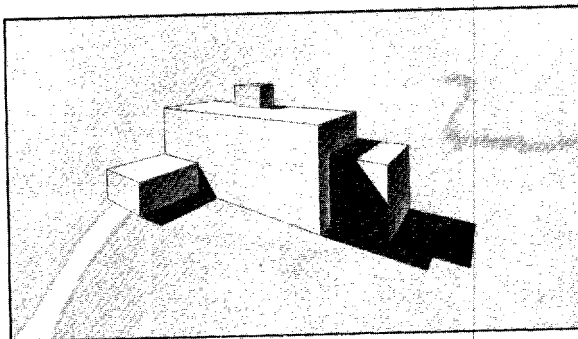
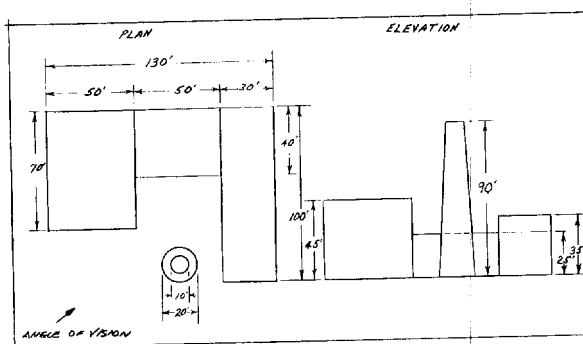
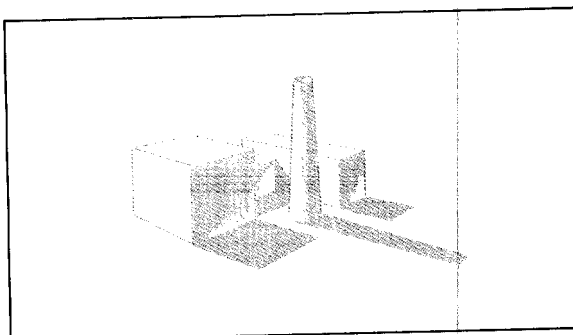


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**TOP SECRET**



TOP SECRET

**Samples****SUBMITTED  
ROUGH****FINISHED  
PERSPECTIVE****SUBMITTED  
ROUGH****FINISHED  
PERSPECTIVE**

TOP SECRET

# **COMPOSITES**

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## COMPOSITES

A composite is a combination of two or more graphics items, one usually superimposed upon the other.

A small photo or map set within the border of a larger graphic is an example of a simple composite. This technique is frequently used to locate, highlight, and compare items of intelligence value.

A more complex combination might include a photo showing a site and its immediate environment, a line drawing of the site, and a larger scale plan view or perspective of a significant portion of the site. This provides a more thorough and convenient intelligence study, as the information of the different graphic forms can easily be compared and evaluated. The separate items must be carefully selected to complement one another. When correctly coordinated, this type of graphic is very effective.

If a report contains graphics which might be suitable for a composite, this should be noted on the Request for NPIC Publication Support (page 5). The graphics items should be submitted individually, however, and a graphical analysis officer will coordinate their arrangement.

ILLEGIB



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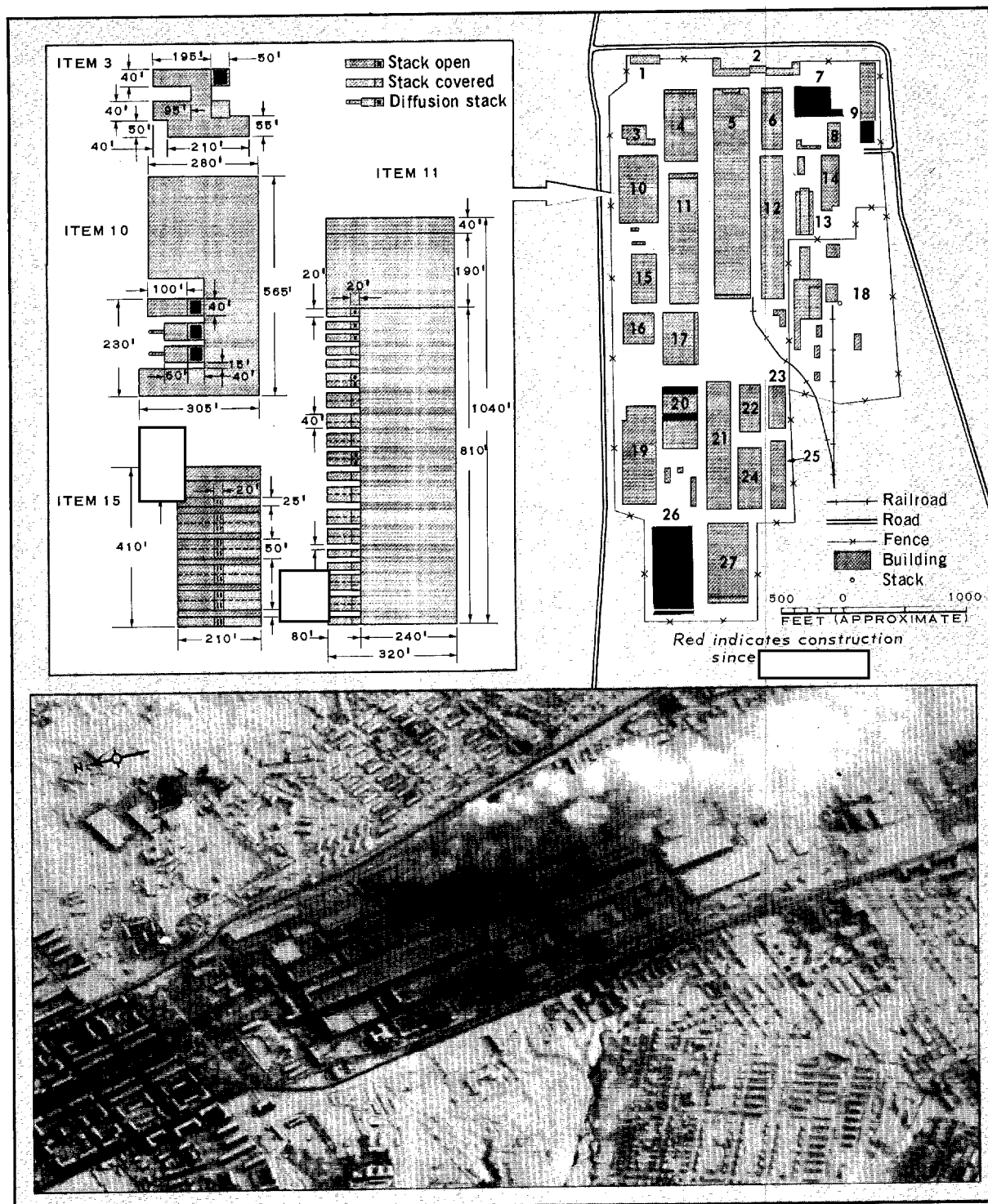
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25X1

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TOP SECRET

25X1



25X1D

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25X1

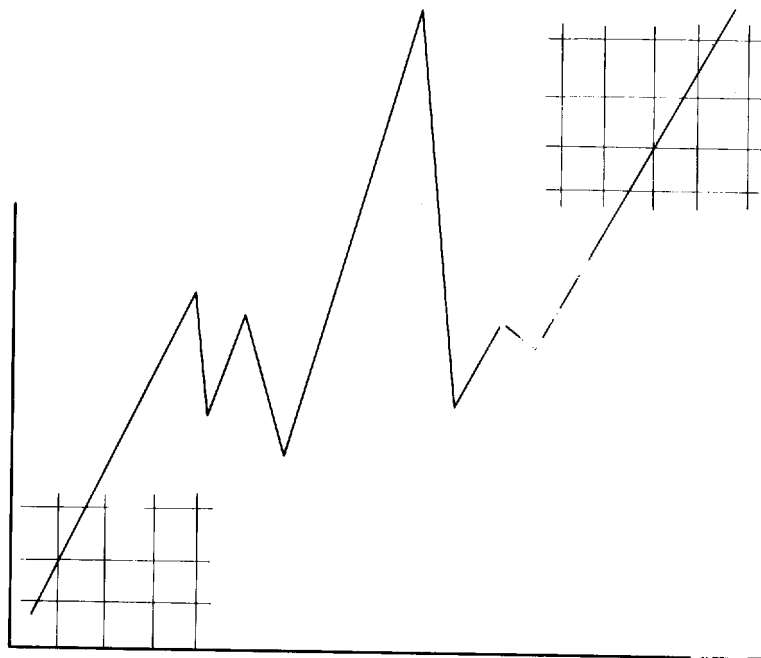
# **CHARTS AND GRAPHS**

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### CHARTS AND GRAPHS

Data can be graphically presented in linear schematics or bar graphs. If one of these graphic forms is required for a BIIR or BIIB, accurate statistics must be provided. A penciled rough may also be included.



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# **SECTION IV.**

# **SAMPLE REPORTS**

IV

25X1

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## Basic Imagery Interpretation Brief



NATIONAL  
PHOTOGRAPHIC  
INTERPRETATION  
CENTER

25X1

# ODESSA DM LAUNCH COMPLEX A25-5

25X1A

DEPLOYED AAA--SAM FACILITIES  
USSR  
SEPTEMBER 1968

COPY NO. ....

..... PAGES

GROUP 1: EXCLUDED FROM  
AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

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25X1

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25X1

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25X1

INSTALLATION OR ACTIVITY NAME		COUNTRY
Odessa DM Launch Complex A25-5		UR
UTM COORDINATES	GEOGRAPHIC COORDINATES	
36TUS105434	46-24-40N 030-32-20E	
MAP REFERENCE		

25X1A

25X1D

ACIC. USATC 200, Sheet M0250-8HL, 4th ed, Oct 65, Scale 1:200,000 (SECRET)

LATEST IMAGERY USED	NEGATION DATE (if required)

25X1D

### INTRODUCTION

Odessa DM Launch Complex A25-5 is newly identified in an early stage of construction approximately 7 nautical miles (nm) southwest of Odessa. The complex is oriented in a southeasterly direction and is at a ground elevation of approximately 100 feet. An air warning radar facility is situated approximately 6.8 nm north-northeast of the complex. This facility predates construction of the complex, and their association cannot be confirmed.



### BASIC DESCRIPTION

At present the site consists of one launch site (designated Site A), a site access road, a cleared area for the site control center, a portion of the launch area main road, and a perimeter fenceline. The configuration of the fenceline suggests that the complex will contain three launch sites. Several excavations are identified adjacent to the launch area main road, in the intended support area.

### REFERENCE DATA

25X1D

### IMAGERY

--

### MAP

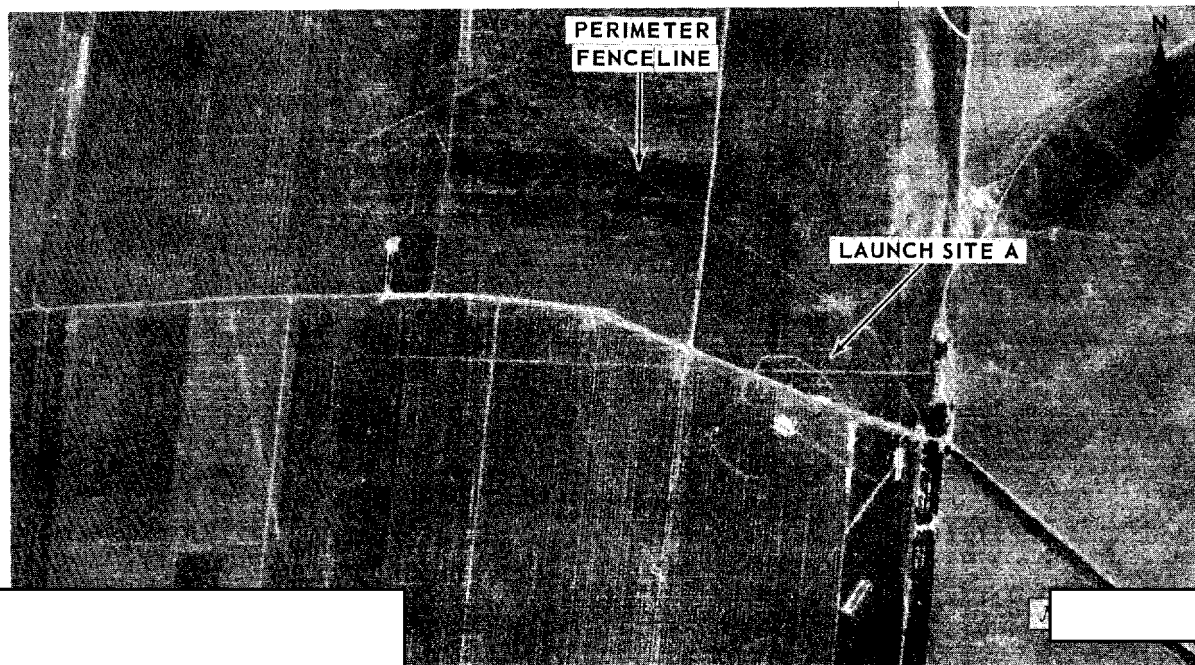
ACIC. USATC 200, Sheet M0250-8HL, 4th ed, Oct 65, Scale 1:200,000 (SECRET)

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FIGURE 1. ODESSA DM LAUNCH COMPLEX A25-5

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Next 12 Page(s) In Document Exempt

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